

User Guide: Extranet Log in- Quality First

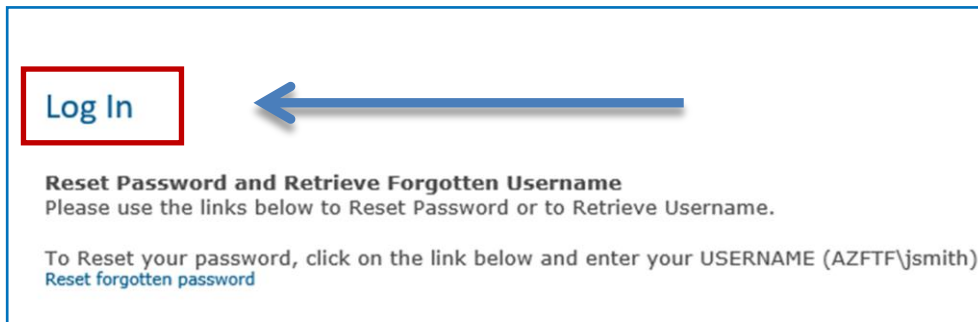


Welcome to the First Things First extranet!

To access the FTF extranet, please go to the following website or click here:

<https://extranet.azftf.gov/extranet/Pages/default.aspx>

1. Click Log In

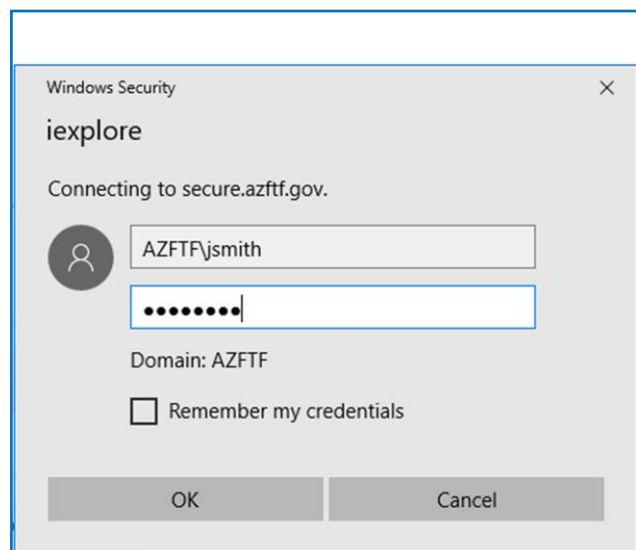


2. Log in window will pop up to enter Username and Password.

- a) Username must include backslash (\); not a forward slash.
 - This is typically the first initial of first name and last name.
- b) Password is case sensitive;
 - You will be sent a temporary password, which you can change once logged in. Passwords must be minimum eight characters and include at least one capital letter and one number.

Username: AZFTF\jsmith

Password: Cartoons8



3. Click Ok. You will be on the main Dashboard. Click on Quality First Graphic.



4. Click on “Quality First Participants” link.

The image shows the main content area of the Quality First Dashboard. At the top left, there is a contact information box with the following text: 'For Technical Support, please email extranet@aztf.gov. For Quality First program related questions, please email qualityfirst@aztf.gov. For all Child Care Health Consultation program related questions, please email cchc@aztf.gov.' Below this is a section titled 'Quality First Announcements' with a link to 'Recall of Baby Carriers' by 'lutherland' dated '5/12/2016 9:16 AM'. The announcement text reads: 'Twin Go Recalls Baby Carriers Due to Fall Hazard, Please visit the U.S. Consumer Product Safety Commission website for more information on this recall. <http://www.cpsc.gov/en/Recalls/2016/Twin-Go-Recalls-Baby-Carriers/>'. On the right side, there is a 'Center Lookup' section with a 'Provider ID' dropdown menu and a 'Search' button. Below that is a 'Participant Quick Links' section with a link to 'Quality First Participants' highlighted by a red box.

5. Click “Select” to access your Profile.

The image shows a table of participants in the Quality First program. The table has columns for 'Provider ID', 'Organization Name', 'Site Name', 'Address', 'City', 'Postal Code', 'Regional Partnership Council', 'Provider Type', 'Status', and 'New'. The first row of data shows a provider with ID '146', organization 'Quality First Test Center', site 'Center #1', address '123456 Test Center', city 'Phoenix', postal code '85205', regional partnership council 'Coconino Regional Partnership Council', provider type 'Home', and status 'Data Not Verifiable'. A red box highlights the 'Select' button in the first row.

6. The first page is the Profile Summary.

Quality First

Profile Summary

Site

Program

Staffing

Classroom / Family Group

Assessment Summary

Quality First Points Scale

QF Rating Provider Checklist

Quality Improvement Plans

Calendar of Events

Scholarships

Print Application

Not Yet Rated

Quality First Test Center, Center #1

Address: 133456 Test Center Phoenix, AZ 85025

Regional Partnership Council: Cocooning Regional Partnership Council

Main Contact: First Name 402-555-1111

Provider Type: Home

Home Type: N/A

Provider Size: Home

Current Users and Assignments

Role	Name	Title	User ID	Phone	E-Mail
Coach	Test Coach	Coach	ADTF000001	602-455-1111	coach@qf.org
COHC	Test COHC	COHC	ADTF000002	602-775-1111	coach@qf.org
Inclusion Coach	Test Inclusion Coach	Inclusion Coach	ADTF000003	602-775-1111	coach@qf.org
Mental Health Consultant	Test MHC	MHC	ADTF000004	602-775-1111	coach@qf.org
Child Care Center Director	Test Child Care Center Director	Child Care Center Director	ADTF000005	602-775-1111	coach@qf.org
Web Contact	Test Name	Test Name		602-555-1111	coach@qf.org
Primary Program Designer	Test Name	Test Name		602-555-1111	coach@qf.org

Site Details

Provider Type:

Home

Contact Information:

Name: Test Name

Title: Test Name

Phone: 602-555-1111

Fax:

Email: coach@qf.org

Provider Website: www.testqf.org

Hours of Operation:

Day	From	To
Monday	8:00 AM	2:00 PM
Tuesday	8:00 AM	2:00 PM
Wednesday	8:00 AM	2:00 PM
Thursday	8:00 AM	2:00 PM
Friday	8:00 AM	2:00 PM

Program Snapshot

Size of Site:

Home

Number of Staff:

1

Classrooms:

0

Total Enrolled:

0

Ages Served:

Number of Children who are Non-English Speakers:

Spanish: 0

Other: 0

Primary Language Used for Instruction:

QF Activities

Orientation Completed:

Orientation Completed Date:

Status: Date Not Visible

Fund Source: FTR/ADP Paid

Assessment Cycle

Assessment Cycle Rating (QF):

Assessment Completion Date: 9/15/2015

Date Current Cycle Ends: Pending

Service Information

COHC Service Level:

QF Tier 2 Expert Model Services

7. To update your profile, click on the Left Navigation Link to access each area of your profile.

Extranet

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TROUBLESHOOTING USERNAME AND PASSWORD ISSUES FOR THE FTF EXTRANET:

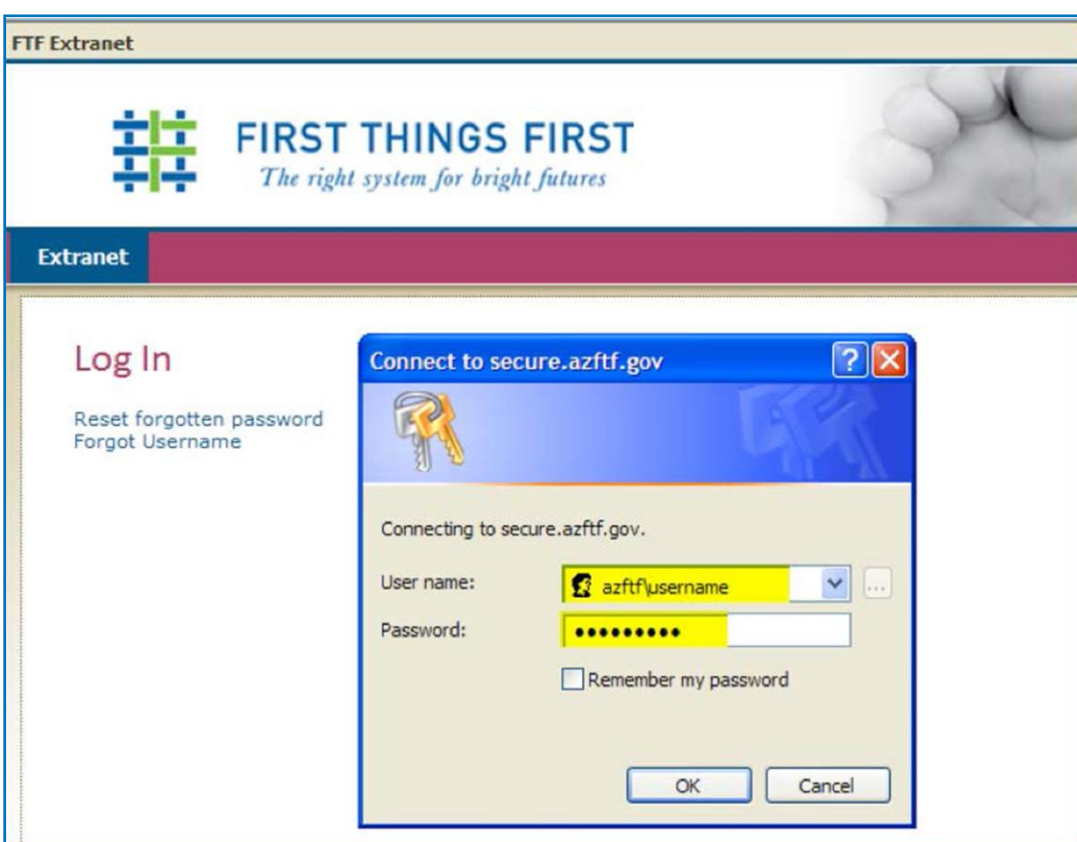
1. Username and Password Error:

Check that your username is being entered correctly.

The back slash is a “ \ ” and must be entered as AZFTF\username.

A common error is for users to put in their username with the forward slash AZFTF/username; this will cause an error.

Your Password is case sensitive.

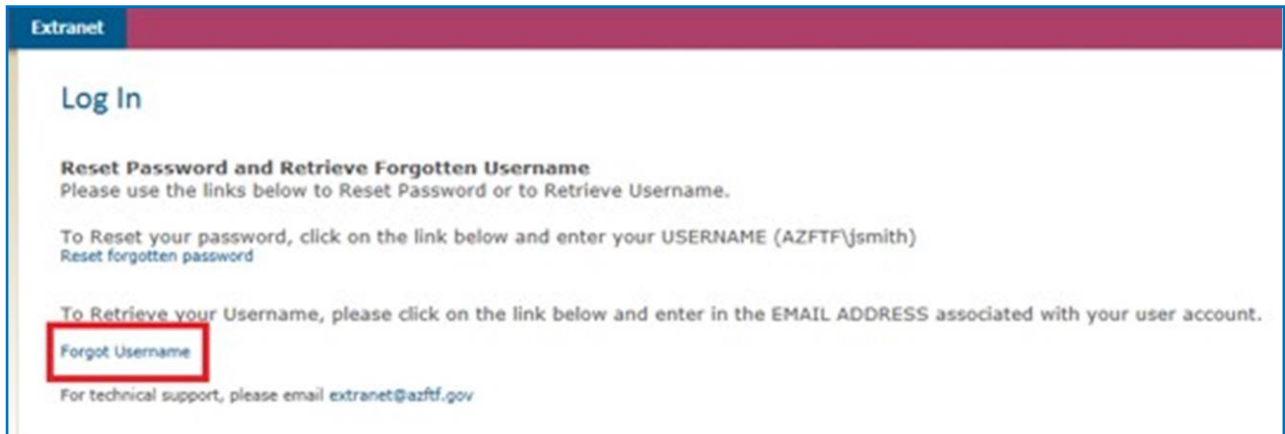


2. Forgotten Your Username:

You can request to have your username sent to you via email by accessing the main FTF extranet Dashboard and selecting the FORGOT USERNAME link.

(<https://extranet.azftf.gov/extranet/Pages/Default.aspx>)

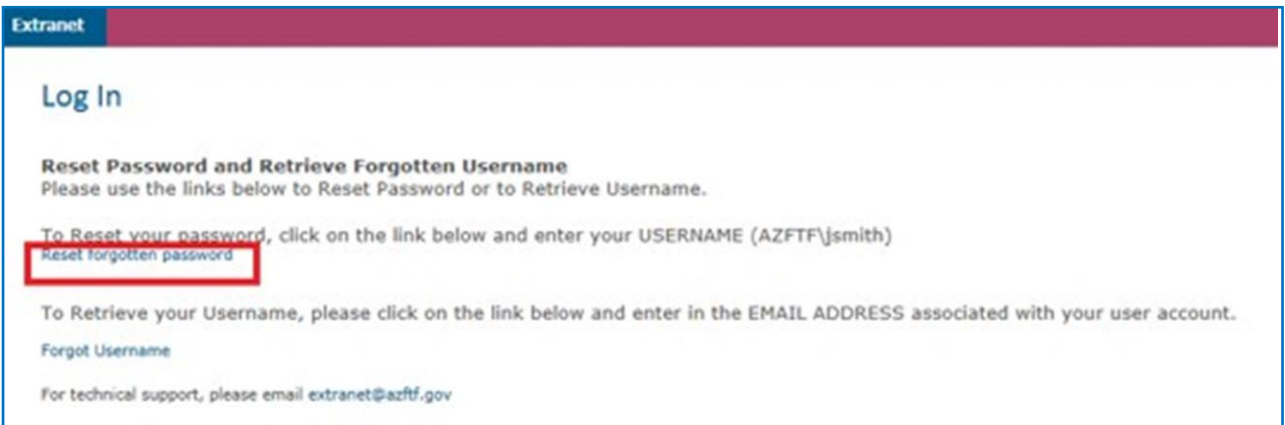
You will be requested to enter in the email address that was used to provide your original username and password. Your username will be emailed to you.



The screenshot shows the 'Log In' page of the FTF Extranet. The page has a blue header with the word 'Extranet' in white. Below the header, the title 'Log In' is displayed in blue. The main content area is white and contains the following text: 'Reset Password and Retrieve Forgotten Username', 'Please use the links below to Reset Password or to Retrieve Username.', 'To Reset your password, click on the link below and enter your USERNAME (AZFTF\jsmith)', 'Reset forgotten password', 'To Retrieve your Username, please click on the link below and enter in the EMAIL ADDRESS associated with your user account.', 'Forgot Username' (highlighted with a red box), and 'For technical support, please email extranet@azftf.gov'.

3. Reset Forgotten Password:

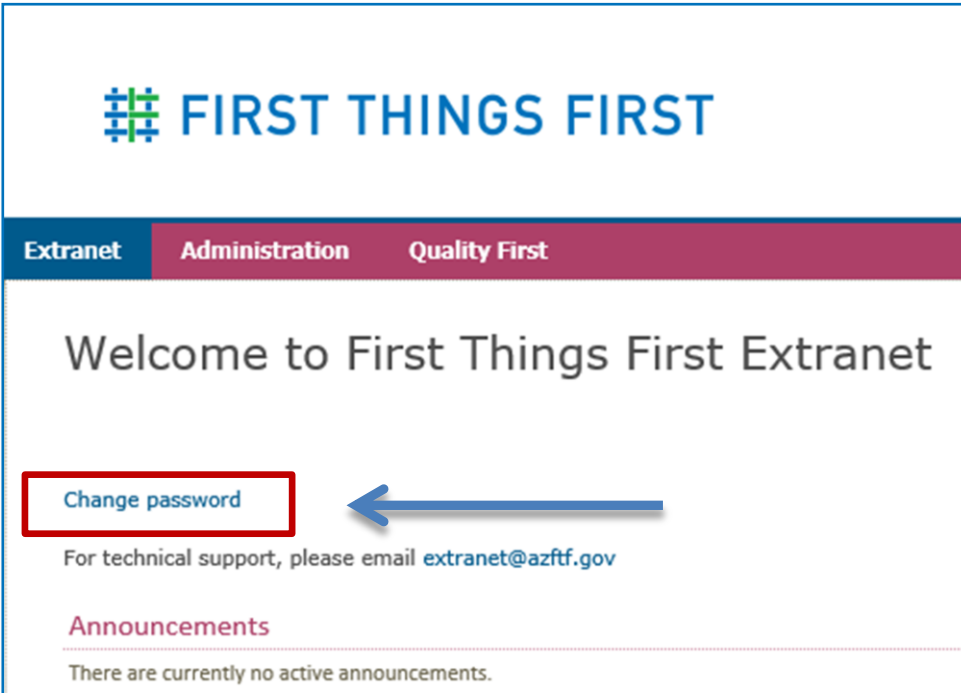
If your username is correct and you need to Reset Forgotten Password you can request a reset password be sent to you by accessing the FTF extranet Dashboard and selecting the RESET FORGOTTEN PASSWORD link. (<https://extranet.azftf.gov/extranet/Pages/Default.aspx>) You will be requested to enter in your username (AZFTF\username) that was provided to you. A temporary new password will be emailed to you. If you do not have your username, you must complete the steps in #2 to obtain your username.



The screenshot shows the 'Log In' page of the FTF Extranet. The page has a blue header with the word 'Extranet' in white. Below the header, the title 'Log In' is displayed in blue. The main content area is white and contains the following text: 'Reset Password and Retrieve Forgotten Username', 'Please use the links below to Reset Password or to Retrieve Username.', 'To Reset your password, click on the link below and enter your USERNAME (AZFTF\jsmith)', 'Reset forgotten password' (highlighted with a red box), 'To Retrieve your Username, please click on the link below and enter in the EMAIL ADDRESS associated with your user account.', 'Forgot Username', and 'For technical support, please email extranet@azftf.gov'.

4. To Change a Password (not FORGOT Password),

- a) You can change your password by logging into the extranet with your AZFTF\username and password.
- b) Once logged in, you will be at the main Welcome Page of the extranet.
- c) Select the CHANGE PASSWORD link.



- a) You will be prompted to enter your current password along with your New Password and Confirm.
- b) Next, select Change Password.
- c) **IMPORTANT:** a pop-up window will appear after you click Change Password; you will need to enter your Username AND your NEWLY CHANGED password.

d)

Instructions for changing your password:

1. **Please enter your Current Password.** If you do not know your current password, please use the reset password link on the main extranet page to have a temporary password sent to you.
2. **Enter a New Password.** Please see the following requirements for password generation.
Your new password must be a minimum of 8 characters and contain 3 of the 4 groups of following characters:
 - Alpha uppercase
 - Alpha lowercase
 - Numeric
 - Non-alphabetic characters (for example, !, \$, #, %)Your password must not contain more than 2 consecutive characters of your user ID.
3. **Confirm your New Password.**
4. **Click Change Password.** A pop up window will appear requesting you to enter in your username and newly created password. You must complete this set to complete the process.

Current Password: *

New Password: *

Confirm Password: *

IMPORTANT: a pop up window will appear after you click Change Password; you will need to enter your Username AND your NEWLY CHANGED password.

The screenshot shows the 'FTF Extranet' login interface. At the top, there's a header with the 'FIRST THINGS FIRST' logo and tagline 'The right system for bright futures'. Below this is a 'Log In' section with links for 'Reset forgotten password' and 'Forgot Username'. Overlaid on the right side of the login page is a Windows-style security dialog box titled 'Connect to secure.azftf.gov'. The dialog box contains fields for 'User name' (with a dropdown menu showing 'azftf\username') and 'Password' (masked with dots). There is also a checkbox for 'Remember my password' and 'OK'/'Cancel' buttons at the bottom.